

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to Ken Somolinos via e-mail at ksomolinos@usbr.gov by January 17, 2011.

Background and Purpose of the Following Draft Directive and Standard (D&S)

The goal of preparing this new D&S document and providing stakeholders with the opportunity to comment on it in draft form is to standardize the Bureau of Reclamation's facility safety inspection and abatement tracking processes and assure compliance with the Department of the Interior's requirements for facility safety inspections.

In recent months, several productive meetings were held to discuss concerns with Reclamation's compliance with the Life Safety Code, and overall facility safety inspection processes. As a next step, Reclamation is working to standardize the procedures and responsibilities for Reclamation's facility safety inspection and abatement program, and to document our internal procedure for review of such reports by developing a new "D&S" for the Reclamation Manual.

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

This draft addition to the Reclamation Manual is intended to (1) standardize Reclamation's facility safety inspection and abatement tracking processes and (2) to assure compliance with the Department of the Interior's requirements for facility safety inspections.

Please note that this draft D&S for facility safety inspections is specifically limited to the requirements and procedures for conducting and tracking facility safety inspections as set forth above. Other matters related to facility safety inspections and life safety code, such as criteria to be used by Reclamation in its recommendations for facility construction project authorization and funding, will not be addressed as part of this D&S.

See the following pages for the draft D&S.

Reclamation Manual

Directives and Standards

Subject: Facility Safety Inspection and Abatement

Purpose: To specify the minimum Occupational Safety and Health Program (Program) requirements for conducting safety and health inspections of facilities and timely abatement of identified hazards for all Reclamation facilities and worksites. The purpose of this Directive and Standard (D&S) is to standardize Reclamation's facility safety inspection and abatement tracking processes and assure compliance with the Department of the Interior's requirements for facility safety inspections.

Authority: 5 U.S.C. 7902, Public Law 91-596, Executive Order 12196, 29 CFR 1960, OMB Circular A-123, Occupational Safety and Health Act of 1970, 29 U.S.C. 651 et. seq., Department of the Interior Safety and Health Manual, 485 DM Chapter 6; Reclamation Safety and Health Standards Section 2.1; and Reclamation Manual SAF 01-01.

Approving Official: Director, Security, Safety, and Law Enforcement

Contact: Safety and Occupational Health Office, 84-43000

1. **Introduction.** This D&S standardizes the procedures and responsibilities for Reclamation's facility safety inspection and abatement program. Reclamation's management is responsible for establishing and maintaining a safe and healthful environment for employees, volunteers, and visitors. To achieve this goal, Reclamation must assess its safety and occupational health program and ensure that adequate and reliable policies, procedures, and systems are implemented to track and promptly correct identified safety and occupational health deficiencies.
2. **Applicability.** This D&S applies to all Reclamation employees who conduct or participate in facility safety inspections and those responsible for abatement.
3. **Definitions.** None.
4. **Responsibilities.**
 - A. **Commissioner/Designated Agency Safety and Health Official.**
 - (1) Provides the Secretary of the Interior with reasonable assurance that Reclamation is in compliance with applicable laws and regulations

Reclamation Manual

Directives and Standards

included in the Federal Managers Financial Integrity Act (FMFIA), that Reclamation facility inspections are conducted annually in accordance with the provisions of this D&S, and that facilities are operating effectively with no weaknesses in the design or operation of internal controls.

- (2) Provides personnel and financial resources, as needed, to address abatement of findings and facilitate successful completion of the inspection process inclusive of continuous compliance improvement from year-to-year.

B. Regional Directors.

- (1) Provide the Commissioner with reasonable assurance that Reclamation facilities in their region are in compliance with applicable laws and regulations included in FMFIA, that facility inspections are conducted annually in accordance with the provisions of this D&S, and that facilities are operating effectively with no material weaknesses in the design or operation of internal controls.
- (2) Provide personnel and financial resources, as needed, to address abatement of findings and facilitate successful completion of the inspection process inclusive of continuous compliance improvement from year-to-year within their region.

C. Bureau Occupational Safety and Health Program Manager.

- (1) Provides Reclamation safety and health inspection oversight to ensure that an effective process is in place for the identification, evaluation, and control of occupational safety and health hazards, where applicable.
- (2) Monitors inspections to ensure all facilities are inspected at least once each fiscal year.
- (3) Develops and maintains the Facility Safety Inspection module of the Dam Safety Information System (DSIS) to meet finding/deficiency tracking and abatement requirements for annual action plans, program evaluations, and compliance inspections as required by Reclamation Manual D&S, *Occupational Safety and Health - General* (SAF 01-01).

Reclamation Manual

Directives and Standards

- (4) Develops and incorporates standardized inspection checklist templates as a guide for regional and field use in meeting inspection requirements. A non-mandatory sample template of a Safety Inspection checklist can be found in Appendix B.
- (5) Develops DSIS reports for Reclamation, regional, and local tracking of unabated inspection deficiencies and management review for appropriateness and timeliness of corrective actions.
- (6) Provides the Reclamation Leadership Team (RLT) with an annual summary of Reclamation inspection findings and deficiencies via integration into Reclamation's Annual Assurance Statement, as appropriate.

D. Regional Safety Managers.

- (1) Provide region-wide safety and health program inspection oversight of all organizations within their respective geographical boundaries to ensure that an effective process is in place for the identification, evaluation, and control of occupational safety and health hazards.
- (2) Monitor inspections in DSIS to ensure that all facilities within their geographic area of responsibility are inspected annually, and follow up as appropriate for timely closure of deficiencies and/or updated status reports.
- (3) Coordinate with Area Offices in their region, and provide support for high-risk facilities. Regional Safety Managers will identify these facilities based on high-risk activities, high-rate accident statistics, occupational hazards, past Program history, personnel turnover, amount of time since last formal review, etc.
- (4) Provide guidance and assistance to Area Office safety staff, managers and supervisors to comply with safety and health program inspection requirements.
- (5) Review DSIS abatement logs and associated reports, and communicate information to respective regional management, as needed, to ensure appropriateness and timeliness of corrective actions.

Reclamation Manual

Directives and Standards

- (6) Support Reclamation regional and local safety and health staff, e.g., regional safety officers and collateral duty safety representatives, through training that incorporates the inspection process and provides subject personnel with the ability to recognize safety and health hazards through the conduct of workplace inspections.
- (7) Advise Regional Directors on the regional safety assurance statement, as appropriate.
- (8) Support abatement recommendations from safety and health staff that include control methods in the following order of preference: elimination, substitution, engineering controls, warnings, administrative controls and personal protective equipment.

E. Area Office Managers.

- (1) Provide their regional director with reasonable assurance that Reclamation facilities within their area are in compliance with applicable laws and regulations included in the FMFIA, that facility inspections are conducted annually in accordance with the provisions of this D&S, and that facilities are operating effectively with no material weaknesses in the design or operation of internal controls.
- (2) Provide personnel and financial resources, as needed, to address abatement of findings and facilitate successful completion of the inspection process inclusive of continuous compliance improvement from year-to-year within their area.

F. Area Office Safety and Health Managers/Specialists.

- (1) Establish a workplace inspection program to effectively document and track safety and health deficiencies until corrective action is taken either to eliminate or reduce the hazard to an acceptable level. High-hazard workplaces or facilities where there is an increased risk of accident or injury due to the nature of the operations must be surveyed more frequently.
- (2) Conduct annual safety and health compliance inspections for facilities, document deficiencies within DSIS, and coordinate with respective management to close all findings.

Reclamation Manual

Directives and Standards

- (3) Coordinate the conduct of annual local field-level safety and health compliance self-inspections to include all subordinate field locations with supervisors, managers, and other collateral duty staff, e.g., local firearms and watercraft instructors and chemical hygiene officers.
- (4) Coordinate the documentation of local field-level facility inspections findings and associated corrective actions in DSIS, as appropriate, following up on local abatement logs to ensure that corrective actions are documented and/or status reports updated within DSIS every 90 days until full abatement has been completed.
- (5) Support local safety and health staff, e.g., collateral duty safety representatives and safety committees, through DSIS and Occupational Safety and Health Administration (OSHA) training that incorporates the inspection process and provides them with the ability to recognize safety and health hazards through the conduct of workplace inspections.
- (6) Seek assistance from the regional safety and health staff when complex or difficult abatement measures are necessary.

G. Collateral Duty Safety Representatives and Safety Committee Members.

Assist area office safety and health managers with facility safety inspections as needed. Collateral duty safety representatives and safety committee members assisting in or conducting safety inspections will have training in hazard recognition and work place safety standards.

H. Facility Managers/Supervisors/Staff.

- (1) Conduct daily inspections of the workplaces and operations within their area of responsibility.
- (2) Respond to deficiencies identified during inspections.
- (3) Follow up on corrective actions to ensure satisfactory completion.
- (4) Provide coordination, assistance and cooperation necessary to support all safety inspections.

5. Requirements.

Reclamation Manual

Directives and Standards

- A. Reclamation will conduct and document inspections of all occupied workplaces and all reserved facilities under its control for safety and health compliance as required by 29 CFR 1960 Subpart D and this chapter. Contractor operations and facilities where operations and management have been transferred to a third party are not subject to this D&S. More frequent inspections will be conducted when there is increased risk of accidents or incidents. Reclamation's Program includes the following types of inspection activities:
- (1) Day-to-Day Inspections. Supervisors must ensure that conditions in the workplace are monitored daily to prevent injuries, occupational illnesses, and property damage accidents.
 - (2) Annual Inspections. All occupied workplaces and all reserved facilities under Reclamation's control must be inspected at least annually. Regions and area offices will document this activity as required in Paragraph 5.C (11) of this D&S.
 - (3) Unannounced Inspections. Sufficient unannounced inspections shall be conducted to ensure the identification and abatement of hazardous conditions.
- B. Annual inspections will be conducted by persons who are trained in hazard recognition and safety and health inspection procedures. Safety and health specialists, as defined in 29 CFR 1960.2(s), with experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation, meet the qualifications of safety and health inspectors. For those working environments where there are less complex hazards, employees who do not possess all of these safety and health specializations may be used. However, inspectors, such as collateral duty safety representatives, safety committees, or facility managers, will have sufficient documented training and/or experience in the safety and health hazards of the workplace involved to recognize and evaluate those particular hazards and to suggest effective abatement procedures.
- C. Persons conducting annual safety and health inspections must:
- (1) Use OSHA, DOI, and Reclamation standards to measure compliance.
 - (2) Have the necessary equipment, such as sound level meters, air monitors, and personal protective equipment to conduct the inspection.
 - (3) Examine accident records and previous inspection reports as appropriate.

Reclamation Manual

Directives and Standards

- (4) Hold an opening conference with the facility manager. In cases where a single workplace is expected to undergo multiple inspections over a period of time, this meeting need only take place once. An employee representative should be invited to participate in all stages of an inspection, including the opening and closing conferences.
 - (5) Consult with employees on matters of safety and health as appropriate.
 - (6) Ensure that employees exposed to imminently dangerous conditions are immediately removed from harm or that immediate corrective actions are implemented.
 - (7) Comply with safety rules and practices.
 - (8) Take or obtain photographs, where appropriate.
 - (9) Avoid unreasonable disruption of the operation.
 - (10) Record deficiencies which can be abated in 30 days or less in an inspection log and verify they are abated within that time frame.
 - (11) Hold a closing conference with management to disclose the findings of the inspection and recommend abatement measures. The management and employee representative(s) will be afforded an opportunity to bring other information to the attention of the inspector regarding unsafe or unhealthful conditions in the workplace. In cases where a single workplace is expected to undergo multiple inspections over a period of time, this closing conference need only take place once.
 - (12) Assign a Risk Assessment Code (RAC) to each hazard to assist management with prioritization of resources to abate the most critical hazardous deficiencies. The RAC assigned to each hazard is an expression of risk, combining the severity and the probability of occurrence. The RAC criteria and definitions are detailed in mandatory Appendix A.
 - (13) Document the inspection and recordable safety deficiencies in DSIS.
- D. If an imminent danger condition (RAC-1 or RAC-2) is identified at any time, the management official in charge will initiate corrective/protective action

Reclamation Manual

Directives and Standards

immediately and, if necessary, stop the operation and/or prevent access to the area, except for those needed to abate the condition.

- E. If an imminent danger condition (RAC-1 or RAC-2) is identified during an inspection, a written "Notice of Unsafe or Unhealthful Condition" (Notice) will be transmitted by the inspector to the site supervisor and immediately posted conspicuously at or near each place a hazardous working condition exists, if practical, until the condition is abated or for three working days, whichever is longer. If not practical, the Notice will be posted where it is readily observable by all affected employees. A copy of the Notice, and instructions on filling it out, can be found in Appendix C.
- F. Recordable safety deficiencies include:
 - (1) All RAC-1 and RAC-2 deficiencies regardless of timeframe necessary for abatement.
 - (2) All deficiencies requiring 30 or more days to abate.
- G. Deficiencies that will be corrected in less than 30 days may be entered in DSIS at the discretion of the inspector.
- H. Deficiencies entered into DSIS will contain the following minimum information and be provided to management and employee representative(s) participating in the inspection:
 - (1) Identification of the location of the hazard that has or poses a safety deficiency. Where possible, include the Real Property Unique Identifier (RPUID).
 - (2) Description of the nature and extent of the hazard.
 - (3) Reference to applicable safety or health standards.
 - (4) Establishment of a reasonable time for abatement of the hazard (it is expected that most hazards can be abated within 90 days).
 - (5) Risk Assessment Codes (RAC). The RAC criteria and definitions are detailed in mandatory Appendix A.

Reclamation Manual

Directives and Standards

For inspections without recordable deficiencies, a record of inspection will still be created within DSIS. This record will include at a minimum the name of the facility, the date of the inspection, and the name of the inspector.

- I. Abatement of Inspection Findings. Document the status of abatements within DSIS every 90 days until all inspection findings are abated.
- J. Management will be responsible for quarterly review of all their open inspection findings within their DSIS abatement log.
- K. If abatement of a hazardous condition is not within the authority and resources of the organization, local management will:
 - (1) inform and protect potentially affected employees;
 - (2) inform and request assistance from the next higher management level in the organization and their respective safety staff; and
 - (3) coordinate, when necessary, with the Federal lessor agency if applicable, e.g., GSA, to secure abatement as specified in 29 CFR Part 1960, Subpart E, and 41 CFR Parts 101-21.
- L. OSHA, Environmental Protection Agency (EPA), State Department of Health, Department of the Interior, and Reclamation safety and health professionals will have right of entry without delay, at reasonable times, to any facility, construction site, or other workplace to perform an inspection. They will also have the right to inspect any item or place within the facility and to question, privately, any employee, manager, supervisor, visitor, contractor, or concessioner associated with the facility (see 29 CFR 1960.31).
 - (1) If an inspector from OSHA arrives to conduct an inspection of a Reclamation facility, the facility manager will be notified immediately and will ensure that a knowledgeable person accompanies the OSHA inspector. The manager or their representative will notify the respective regional safety manager. Facility-related OSHA inspection findings, recommendations, and abatement actions will be documented within DSIS.

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to Ken Somolinos via e-mail at ksomolinos@usbr.gov by January 17, 2011.

SAF 01-06
Appendix A

Reclamation Manual

Directives and Standards

Risk Assessment System (RAS) Risk Assessment Codes (RACs) Matrix

RAC levels are identified by a numerical scale 1-5, with RAC-1 being the most critical requiring immediate response and RAC-5 being the least critical. RACs are annotated by the RAC Number, followed by the Frequency and Severity. Examples of RAC annotations are 1(A)(I) for a RAC 1 that has Catastrophic consequences and a Immediate Danger Frequency A 4(IV)(B) would be a low level risk, with minor severity and with a likely probability.

RAC-1 (Critical) represents an immediate danger to life, health or infrastructure and requires emergency correction or hazard controlled to a lower level of risk.

RAC-2 (Serious) represents a high level of threat to life, health or infrastructure and requires hazard correction or hazard controlled to a lower level of risk as soon as possible.

RAC-3 (Moderate) represents a medium level risk to life, health or infrastructure, with correction planned and completed, or hazard controlled to a lower level of risk.

RAC-4 (Minor) represents a low level risk, with correction planned and completed, or hazard controlled to a lower level of risk.

RAC-5 (Negligible) represents the lowest level risk and is considered minor. The correction of these risks can be planned in the out-years.

Probability Code Severity Code	Frequent (A) Immediate danger to health and safety of public, staff, or property and resources; occurs frequently or continuously.	Likely (B) Probably will occur in time if not corrected, or probably will occur one or more times during the life of the system.	Occasional (C) Possible to occur in time if not corrected.	Rarely (D) Unlikely to occur; may assume exposure will not occur.
Catastrophic (I) Immediate and imminent danger of death or permanent disability, chronic or irreversible illness, major property or resource damage.	RAC 1	RAC 1	RAC 2	RAC 3
Critical (II) Permanent partial disability, temporary total disability greater than 3 months, significant property or resource damage.	RAC 1	RAC 2	RAC 3	RAC 4
Significant (III) Hospitalized minor injury, reversible illness, period of disability 3 months or less, loss or restricted workday accident, compensable injury illness, minor property or resource damage.	RAC 2	RAC 3	RAC 4	RAC 5
Minor (IV) First aid or minor medical treatment. Presents minimal threat to human safety and health, property or resources, but is still in violation of a standard.	RAC 3	RAC 4	RAC 5	RAC 5

Reclamation Manual

Directives and Standards

Sample Inspection Checklist

1. Administrative Area Inspection Criteria.

A. Housekeeping.

- (1) Materials are not stored on top of the flipper door units. Materials are neatly organized and stored underneath work areas and away from electrical outlets, power strips, portable heaters, or other devices that are energized. Materials and equipment are not stored in exit stairwells.
- (2) Power and computer cords are secured and do not present a tripping hazard.
- (3) Debris and excess materials are not stored in the work place cubicle or outside in the exit passage way. Cubicle entrances will be maintained at 33 inches and aisle ways will be 44 inches.
- (4) Excess computer and system furniture are not stored in the cubicle.
- (5) Plants are stored on a plant shelf or stable open book shelf. Plants are not stored on top of flipper door units, any outside wall ventilation surface, or within 3 feet of electrical equipment or components.
- (6) Plants are in containers that are not susceptible to growing mold, promote insect life; or will leak/drip on furniture, filing cabinets, vents, or shelving.
- (7) Portable fans are stored on a fan stand when elevated (not on flipper door units or other unstable locations).
- (8) Books and other materials are stable and organized when stored on book shelves or horizontal working surfaces.

B. Emergency Egress.

- (1) Exit passage ways from employee cubicles are not restricted or blocked with debris and other materials. Cubicle entrances will be maintained at 33 inches and aisle ways will be 44 inches.

Reclamation Manual

Directives and Standards

- (2) Emergency exit signs are illuminated.
- (3) Emergency exit signs can be seen from two directions, directs occupants to an emergency exit location.
- (4) Employees trained on the Occupant Emergency Plan (OEP).
- (5) Exit maps and plans are posted in a highly visible area, and are large enough to be easily read.
- (6) Occupied work areas are equipped with audio and video alarms.
- (7) Emergency lighting is present in each occupied work area, along the common paths of travel and at the discharge to the exit.

C. Fire Safety.

- (1) Small appliances (coffee pots, individual cup warmers, etc...) are plugged directly into outlets. All coffee pots, microwave ovens, and cup heaters are located in the break areas. The General Services Administration would prefer there be no cup warmers at desks. Appliances must be Underwriter's Laboratories approved.
- (2) Small appliances are placed atop a non-combustible surface when in use.
- (3) Asbestos-containing materials are clearly labeled and not used as a non-combustible surface.
- (4) Extension cords are not for everyday use. Computers must either be plugged directly into outlets, or to power strips equipped with a circuit breaker.
- (5) Portable heaters must have automatic shut-off (with tip-over protection). Old heaters must be replaced with new approved ones.
- (6) Minimum 18'' from charged sprinkler line head to combustible surfaces.
- (7) Power strips, extension cords, and other portable electrical devices are in good repair and not damaged.

Reclamation Manual

Directives and Standards

- (8) Combustible materials are not stacked/piled on top of electrical cords or heat producing equipment such as computers, printers, water heaters, furnaces, and lights.
- (9) Portable electrical appliances are approved (UL and FM listed).
- (10) Fire extinguishers are properly mounted and placarded and those expected to operate extinguisher are trained annually.
- (11) Fire extinguishers are inspected monthly and the inspection annotated on an inspection tag or inspection log. (Note: fire extinguishers must be serviced annually by a fire extinguisher service company).
- (12) Personnel serving as floor monitors are up-to-date on OEP training, use of evacuation chairs, and fire evacuation routes.

D. Automatic External Defibrillators (AED)/First Aid Kits. AEDs and first aid kits are placarded and properly stocked with supplies.

E. General Safety.

- (1) Office furnishings are in good repair and do not pose a tripping hazard (e.g., carpet in good repair).
- (2) Cords and other materials stretched across the floor are properly covered to prevent damage or from becoming a tripping hazard.
- (3) Employees are aware of the Collateral Duty Safety Representative (CDSR) for their group or floor.
- (4) Emergency telephone number stickers are attached to employee telephones, or are posted in a visible location within the employee's workspace.
- (5) Employees renting cars for government travel or using government vehicles are current on Defensive Driving training.

2. Laboratory Area Inspection Criteria.

Reclamation Manual

Directives and Standards

A. Chemicals.

- (1) Chemicals used and stored in the lab are stored according to hazard class and type. All acids are stored together, all bases stored together, all oxidizers stored together, etc.
- (2) Chemicals are correctly labeled, identifying contents.
- (3) Materials Safety Data Sheets (MSDS) are available, readily accessible to employees, and in close proximity to the chemicals.
- (4) Flammable chemicals are stored in a flammable storage cabinet. Combustible chemicals are stored appropriately, usually in a flammable storage cabinet or in a separate combustible storage cabinet.
- (5) Tops of storage cabinets (flammable, combustible, chemical, etc) are kept clear of any debris or excess material.
- (6) Storage cabinets are marked with the correct National Fire Protection Association diamond placard.
- (7) Only daily use quantities of a chemical are outside of a storage cabinet or hood.
- (8) Written Chemical Hygiene Plan which includes chemical Job Hazard Analysis (procedures) is briefed and followed. For example, mixing or transferring low vapor pressure chemicals is done inside a lab hood to prevent vapor/gas from escaping into the general lab area.
- (9) A Chemical Hygiene Officer is designated in writing and responsible for overall laboratory safety program.
- (10) All laboratory personnel are trained to the Chemical Hygiene Plan.
- (11) Primary, and where applicable secondary, containment is structurally sound (no leaks to the outside environment) and applicable to the chemical stored (plastic containers for acids).

Reclamation Manual

Directives and Standards

- (12) Laboratory hood sash heights are in the correct position, an annual inspection performed, and inspection sticker with face velocity noted is on the hood.
- (13) Appropriate spill kits are available in the workplace, and employees have been properly trained on their use.
- (14) Excess chemical product is removed and properly disposed.
- (15) Do not store combustible materials or cleaning chemicals in furnace or water heater rooms.

B. Cylinders.

- (1) Cylinder content must be clearly identified and labeled.
- (2) Cylinder must be secured at all times, stored upright, and protected from damage.
- (3) Cylinder is equipped with the correct regulator, and no grease, oil, or solvent was used to connect the regulator to the cylinder.
- (4) If cylinder is not in use and regulator not attached, protection cap is in place and hand tight.
- (5) Oxygen cylinders must be separated from flammable gas cylinders by at least 20 feet or a 30 minute firewall. The exception is acetylene or other flammable welding carts which contain both a flammable cylinder and an oxygen cylinder.
- (6) Acetylene cylinders must be turned off after each use, and the regulator operating pressure must not exceed 15 psig.
- (7) Warning, Caution, Danger, and No Smoking signs posted applicable to the compressed gas cylinder.
- (8) Ensure acetylene torches are fitted with backflow preventers or check valves.

Reclamation Manual

Directives and Standards

C. Emergency Eye Wash Stations and Showers.

- (1) Immediately available and maintained where corrosive materials are stored and used.
- (2) Emergency eye wash and showers are operated and inspected monthly and annotated on an inspection tag (Note: The American National Standards Institute standard is weekly). Water temperature is tempered.
- (3) Emergency eye wash and shower locations are not obstructed or blocked.
- (4) Emergency eye wash and shower stations are properly identified and placarded. Bottles of eyewash do not meet the 15 minute flushing requirement.

D. PPE.

- (1) Safety glasses and other PPE are available to lab personnel which includes training on the use of PPE.
- (2) PPE provided to visitors and other guests.
- (3) PPE is inspected and defective/outdated PPE is removed and discarded, as needed (gloves, safety goggles, etc).

E. Electrical Safety.

- (1) All electrical wire and wiring connections are in conduit, or, insulated and inaccessible through hard wall construction techniques.
- (2) All electrical panels are labeled, and are marked with "Danger" signs. Covers are in place.
- (3) All circuit breakers are labeled inside the panel.
- (4) Electrical panels are unobstructed with a minimum of 30 inches wide and 36 inches deep working space in front of the panel.

Reclamation Manual

Directives and Standards

- (5) No debris or excess material sits on top of electrical panels or conduit.
- (6) Electrical connections around water supplies that can lead to a ground path must be wired as a GFCI (ground fault circuit interrupt) circuit. The general rule of thumb is any electrical work within 6 feet of a water source must be GFCI.
- (7) Lockout Tagout written program in place, briefed, followed, and PPE worn when accessing or modifying electrical panels/circuits.

F. Workshops.

- (1) All machine and pulley guards are in place and operational.
- (2) Equipment so required have dead-man switches that are operational.
- (3) Electrical cords to powered hand tools are in good condition without fraying/exposed insulation/wiring, and have three prong or polarized plugs. Tools without a ground prong must be double-insulated.
- (4) Area evaluated for noise exposure. Where applicable posted for high noise exposure and hearing protection available and worn.
- (5) Workspace organized and only the tools in use are in the work area.
- (6) Floors are not cluttered, clean of wood/metal shavings, oil/solvents/varnish spills cleaned up to prevent slip/trip/fall hazards.
- (7) Overhead fluorescent lights are protected with covers.
- (8) Platform storage areas have toe kicks, 42-inch tall railings with mid-rail, and are posted with load rating. Load ratings (performed by the manufacturer or a professional engineer) are not exceeded by stored materials.
- (9) Shelving storage racks are posted with load ratings and secured to prevent tipping. Load ratings are not exceeded by stored materials.

Reclamation Manual

Directives and Standards

- (10) Materials stored on platform storage areas or metal shelving must be stacked/secured to prevent falling hazard to personnel walking below.
- (11) Powered freestanding equipment secured to prevent tipping (drill press bolted to the floor).

draft

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to Ken Somolinos via e-mail at ksomolinos@usbr.gov by January 17, 2011.

SAF 01-06
Appendix C

Reclamation Manual

Directives and Standards

RECLAMATION REPORT OF UNSAFE OR UNHEALTHFUL CONDITION

PART 1: HAZARD DESCRIPTION

DATE REPORTED: _____ LOCATION: _____ PROJECT: _____ FACILITY: _____ ROOM NUMBER: _____

HAZARD DESCRIPTION:

PROPOSED CORRECTIVE ACTIONS: DATE: _____

INSPECTOR NAME: _____ PHONE: _____ ORG: _____

PART II: SAFETY OFFICIAL EVALUATION:

RISK EVAL. (MARK ONE): RAC 1 2 3 4 5

HAZARD CLASSIFICATION (MARK ONE) ENVIRONMENTAL _____: FIRE: _____ SAFETY: _____

SAFETY ASSESSMENT:

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to Ken Somolinos via e-mail at ksomolinos@usbr.gov by January 17, 2011.

SAF 01-06
Appendix C

Reclamation Manual

Directives and Standards

SAFETY RECOMMENDATIONS:

DATE: _____

NAME: _____ PHONE: _____ ORG: _____

PART III: SUPERVISOR CORRECTIVE ACTION

HAZARD PLANNED OR ACTUAL CORRECTIVE ACTION(S)

ESTIMATED COMPLETION DATE: _____ ACTUAL COMPLETION DATE: _____

NAME: PHONE: ORG: DATE: _____ SUPERVISOR SIGNATURE: _____

PART IV: SAFETY OFFICIAL CERTIFICATION

SAFETY OFFICIAL: _____ CLOSURE DATE: _____

DATE TRANSFERED TO HAZARD ABATEMENT LOG/MANAGEMENT ACTION PLAN, AS APPLICABLE: _____

** Note: Any questions, please contact your Collateral Duty Safety Representative.*

Reclamation Manual

Directives and Standards

Instructions for Filling out Report of Unsafe Conditions

Part 1: Originator Hazard Description

Date Reported: Enter today's date

Location: Enter the building and area where the condition exists

Room number: Enter the room number or nearest identifiable room number

Hazard Description: Enter the act, condition, and/or practice you observed. Give as much detail as possible. Name people to contact for further information who may have observed the hazard, or who committed the unsafe act.

Proposed Corrective Action(s): Enter your recommendations on how to correct the hazard.

Name: Enter your name.

Phone: Enter a telephone number where you can be contacted for further information, to discuss the report or to provide you with status reports on abatement actions.

Organization Code: Enter your Mail Stop and office code in order to receive written replies.

Once you have completed part one of this form, make a copy for yourself and forward a copy to the area supervisor for action and review.

Once the supervisors have taken actions to correct the hazard, they are to give a copy of the report to the employees reporting the hazard, and forward the original to the Safety Official.

Reclamation Manual

Directives and Standards

List of Acronyms

AED	Automatic External Defibrillators
CDSR	Collateral Duty Safety Representative
CFR	Code of Federal Regulations
D&S	Directives and Standards
DSIS	Dam Safety Information System
EPA	Environmental Protection Agency
FMFIA	Federal Managers Financial Integrity Act
MSDS	Materials Safety Data Sheets
OEP	Occupant Emergency Plan
OSHA	Occupational Safety and Health Administration
RAC	Risk Assessment Code
RLT	Reclamation Leadership Team
RPUID	Real Property Unique Identifier
UL	Underwriter's Laboratories